

11/18/2005
5:30 PM

CFS G/L MONTH-END CLOSING

****DECEMBER 27, 2005****

SCHEDULE:

Wednesday December 21, 2005

- **Summary Level Transfer (SLT) and Labor Processing (GJs and Cost Adjustments):**
 - Last day to approve SLTs or Labor Transactions.

Friday December 23, 2005

- **CA Surcharges:**
 - Please have the CA Surcharges processed **prior to the "Tier ONE"** closing.

Tuesday December 27, 2005, at 8:00 AM EST.

TIER "ONE" Closing

Tier "ONE" modules will be placed in "**PRELIMINARY**" close for the **December 2005 General Ledger:**

- BE – Budget Execution (Resources, Apportionments, Allotments, BOPs)
NOTE: Month end G/L closing process does NOT prohibit end users from entering BOPs.
- PR – Purchase Requisitions (Commitments)
- PO – Purchase Orders (Obligations, etc.)
- AP – Accounts Payable (Invoices and Receiving Tickets, etc.)
- AR – Accounts Receivable

8:00 AM EST: "**Tier ONE**" may begin working on December 2005 transactions.

Tuesday December 27, 2005, at Time to Be Determined (depending on CA O/U process and other month-end activities completion).

TIER "TWO" Closing

Tier TWO modules, will be placed in "**PRELIMINARY**" close for the **December 2005 General Ledger:**

- ALLOC – Cost Accumulation/Allocation (Surcharges, etc.)
The Cost Accumulation Over/Under (CA O/U) process @ 8:05 am EST on Tuesday December 27, 2006.
- GJ – General Journal (GJs and Labor, etc.)
- GL – General Ledger
 - These transactions will affect the Cost Accumulation Surcharge & Over/Under processes.
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"**Tier TWO,**" should NOT enter ANY transactions while December 2005 is still open. **ONLY after** December 2005 is closed may "**Tier TWO**" modules mentioned above begin working on January 2006 transactions.

DATA WAREHOUSE reports and/or CFS Production reports will have complete month-end data the morning after month-end closing of the last Tier.

Clientservices will e-mail all DW users when month-end data is available in the DW as well as the Preliminary Close of the G/L period.

Please pass this information along to end users in your area or any others you think may be interested.